

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



NUMBER 13.9

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Inventory on Service Trucks

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Managing the inventory on the day and night service trucks

PROCEDURE: At the end of each month or at the end of an overtime activity, the

technician who was using the truck needs to get a count sheet from the stockroom and count the inventory on the service truck before turning

the keys over to the next technician.

The count sheets will be a new task on the truck pre-check sheet. The technician will be responsible for having the count sheet generated by Amanda or Steve. Once the count is submitted it will be matched against the starting inventory. At that time, the technician will check the pre-check form that either no parts were used or that an inventory was

completed.

PREPARED BY: Amanda Smith, Parts and Materials Manager

DATE: December 21, 2010

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